[](https://www.smartsheet.com/try-it?trp=8556&utm_source=integrated+content&utm_campaign=/blog/project-charter-templates-and-guidelines-every-business-need&utm_medium=One-Page+Project+Charter+doc+8556&lpa=One-Page+Project+Charter+doc+8556&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**SIMPLE PROJECT CHARTER FORM**

|  |  |  |
| --- | --- | --- |
| 1 | General Project Information | |
| Project Name | |  |
| Executive Sponsors | |  |
| Department Sponsor | |  |
| Project Impact | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2 | Project Team | | | |
| Project Manager Name | | Department | Phone | Email |
|  | |  |  |  |
| Team Member Names | | Department | Phone | Email |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |
| --- | --- |
| 3 | Stakeholders |
|  | |

|  |  |  |
| --- | --- | --- |
| 4 | Project Scope | |
| Project Purpose / Business Justification | |  |
| Objectives | |  |
| Deliverables | |  |
| Within Scope | |  |
| Outside of Scope | |  |
| Project Milestones | |  |
| Risks | |  |
| Constraints | |  |
| Assumptions | |  |
| External Dependencies | |  |

|  |  |
| --- | --- |
| 5 | Communication Strategy |
|  | |

|  |  |
| --- | --- |
| 6 | Notes |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7 | Sign-Off | | | |
| Role | | Name | Signature | Date |
| Executive Sponsor | |  |  |  |
| Department Sponsor | |  |  |  |
| Project Manager | |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |